

<b>Position:</b>	Maintenance/Delivery Driver	<b>Job Code:</b>	CPL2025-16
<b>Position Type:</b>	On Call	<b>Hours of Work:</b>	Various
<b>Location:</b>	All	<b>Department:</b>	Administration
<b>Pay Grade:</b>	Pay Grade 15	<b>Hourly Rate:</b>	\$30.67 per hour
<b>Posting Date:</b>	September 17, 2025	<b>Closing Date:</b>	October 1, 2025 or until filled

### **Coquitlam Public Library**

Coquitlam Public Library creates joy in discovery, fosters inclusion and promotes knowledge by providing innovative experiences, spaces and services. We are committed to inclusion, team wellbeing & culture, partnerships & engagement, Truth & Reconciliation and leading into the future, as well as increasing library access through physical, online and mobile services. The library has two branches as well as the Library Link, our mobile library.

### **Position Overview**

Reporting to the Director of Operations, the Maintenance/Delivery Driver is responsible for the operation of a delivery van used in transporting books, supplies, and equipment. This involves the loading and unloading of heavy objects. The Maintenance/Delivery Driver is also responsible for performing cleaning, room set-up and minor maintenance tasks at both branch libraries. There is a well-established schedule of cleaning and maintenance responsibilities. Although the work is normally performed without immediate supervision, it is reviewed and evaluated in terms of the care exercised in operating the vehicle, and the efficiency of services rendered to branch libraries. The Maintenance/Delivery Driver facilitates the assignment of more difficult repair duties to trades such as electrician, plumber, carpenter, and maintenance services such as HVAC, using approved list of contractors and City of Coquitlam partners.

### **Duties Include**

- Operating a light panel van transporting boxes of books and other library materials, mail, supplies and equipment to/from branches and other locations as assigned;
- Loading and unloading goods in van efficiently to ensure safe transportation and efficient unloading.
- Performing a variety of building service work when required, such as vacuuming carpets, washing, waxing and polishing floors; dusting shelves, furniture, counters and woodwork, cleaning sinks and toilets and replenishing supplies in washrooms, washing windows and painted surfaces, cleaning doors and frames, handrails and other areas of frequent contact
- Performing room set-up, as required.
- Performing minor maintenance duties such as replacing burned out light bulbs and fluorescent tubes, repairing switches, drawers, furniture, windows and simple plumbing disorders, lubricating door hinges; spot painting areas, checking furnaces and Emergency Systems Panel for trouble; contacting trades and maintenance contractors to arrange for more difficult repairs.
- Using the help desk ticketing system daily to respond to requests within a set timeframe
- Making bank deposits and minor purchases, as required.
- Performing related work as required.

### **Conditions of Employment**

- Successful incumbent must complete a criminal record check prior to commencing work;
- Required to join CUPE Local #561;
- Valid Driver's license for the Province of British Columbia
- Required to work at any branch in the Coquitlam Public Library system as well as Library Link.

**Requirements**

- Thorough knowledge of the rules of safe operation of a motor vehicle and of the precautions necessary to avoid traffic accidents.
- Working knowledge of techniques involved in loading various articles to ensure safe transportation and facilitate easy unloading.
- Working knowledge of the materials, methods and equipment used in general building maintenance and janitorial work and of related hazards and safety measures.
- Ability to understand and carry out instructions.
- Ability to arrange an effective work schedule with minimal direction.
- Ability to maintain satisfactory relationships with library personnel.
- Skill in the operation of delivery vans.
- Skill in effectively using a variety of tools such as power drills, hammers, pliers, screwdrivers, wrenches, and paint brushes.
- Good physical condition, strength and agility as required in truck driving, handling potentially heavy articles with help, climbing ladders or working in cramped or awkward positions.
- A Building Support Worker Certificate and some experience in the operation of a delivery van as well as some general building maintenance and janitorial experience, or an equivalent combination of training and experience is highly preferred.
- Online WHMIS Training Certificate highly preferred.

**What We Offer**

In addition to an excellent compensation package, we provide a working environment that supports knowledge, innovation and fun. With a strong focus on safety, we strive to inspire learning and service to our diverse community. If you have a proven commitment to providing exceptional customer service in a team environment, with a friendly, patient and outgoing personality, we are interested in hearing from you.

**TO APPLY FOR THIS POSITION:**

Please send an email to [humanresources@coqlibrary.ca](mailto:humanresources@coqlibrary.ca) with your cover letter and resume attached in PDF format. The subject line must include the job code. If you are applying for more than one posting, only one email is required; however, please include all applicable job codes in the subject line.

**ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**